

STAT

SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
7 September 1977
1340 - 1430 hours

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1. The Chairman welcomed [] to the Special Panel.
[] is replacing [] who is being reassigned.

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2. There were no additions to the agenda for 7 September 1977.

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3. [] ORD's Federal Women's Working Group representative, reported to the Panel. (See comments and Proposal for DDS&T Clerical Evaluation Program attached.) [] was asked to poll ORD secretaries for possible interest in being an ORD representative on the FWWG Panel for a term of 18 months. [] was asked to report the results to the Chairman in order that the nomination might be made to meet a 21 September 1977 deadline.

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4. The evaluation and grouping of Secretary Stenos, GS-06's and Clerk Typist, GS-06 was completed. (See sheet attached.)

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5. ACTION : Recommendation for Promotion
[] (ORD)
GS-06 to GS-07

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Recommendation for Promotion
[] (ORD)
GS-06 to GS-07

MAJORITY : Concurred to recommend approval to D/ORD

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6. ACTION : Quality Step Increase Recommendation
[] (ORD)
GS-06, step 2 to GS-06, step 3

MAJORITY : Concurred to recommend approval to D/ORD. The Panel also recommended to [] who attended the meeting that he encourage [] to continue her shorthand training in order that she might pass the Agency qualifying test, thus enhancing her chances for better career opportunities within the Agency.

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7. The Panel members were informed that the GS-07 secretarial vacancy in [] ORD and the GS-06 secretarial vacancy in [] ORD have been filled.

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8. The Chairman briefly discussed the preparation of job descriptions for administrative assistants in ORD divisions as an Upward Mobility action.

12 Sep 77
Date

[]

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Executive Secretary, SP/ORD

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2 Attachments

1. ORD FWVG Representative's Comments & Proposal for
DDS&T Clerical Evaluation Program
2. Evaluation & Grouping - GS-06's
Secretary Stenos & Clerk Typist

APPROVED

DATE

12 Sept 77

12 September 1977

12 Sept 1977

19 Oct. 1977

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